

# UCAN Executive Committee Meeting

**April 13, 2010**  
**5:30 PM to 7:00 PM**  
**HealthInsight**  
**348 E 4500 S Suite 300**  
**Salt Lake City, UT**  
**84107**  
**Toll Free: 866-373-**  
**4096**

Attendees: Linda Johnson, Jodie Pond, Kathryn Rowley (phone), Joe Eyring, Donna Branson, Lynette Hansen, Michael Siler and Sue Hopper

## Agenda

Welcome	Linda Johnson	5 min
Election Results	Linda Johnson	5 min
UCAN Bylaws	Linda Johnson	30 min
Executive Committee composition/Officers		
Guiding Principles		
Term limits		
Special Committees		
CCC Plan Update		30 min
Work Group Reports	All	10 min
Proposed April 27, 2010 UCAN Agenda	All	5 min
Other Business	All	5 min
Adjourn	All	

<b>Welcome</b>		<b>Linda Johnson</b>	<b>5 min</b>
Discussion: Linda welcomed everyone			
Conclusions: None			
Action items: None		Person responsible:	Deadline:
<b>Election Results</b>		<b>Linda Johnson</b>	<b>5 min</b>
Discussion: Introduced Donna Branson & Lynette Hansen as co-chair elects			
Conclusions:			
Action items:		Person responsible:	Deadline:
<b>UCAN Bylaws</b>		<b>Linda Johnson</b>	<b>30 min</b>
Discussion: Bylaws – received some comments – have not finished – will complete and send out – goal is to have them sent out by Friday, April 16, 2010.			
<ul style="list-style-type: none"> <li>• Roles and responsibilities: reviewing</li> <li>• Executive Committee: currently a conglomeration of people – kind of problematic – too many people – looking at keeping workgroup chairs and possibly one Director at Large instead of 5</li> <li>• Mission Statement: condensing mission statement and adding vision and guiding principles</li> <li>• Term Limits: Should we add limits? Right now terms are unlimited. Discussion – suggestion was made for affirmation vote as opposed to term limits – suggestion was made for time limits so that people don’t feel “stuck”. Suggested to leave at least 2 members at large then stagger them – others agreed to this</li> <li>• Org Chart: passed out handout – discussion on this – need to revise “flow” – suggestion was made to move UCAN row to the middle – offset UDOH/CDC to the right or left and remove the link from UDOH to “Grant Administration” – move the bottom row (blue boxes) directly underneath UCAN as a support role – remove the burgundy boxes altogether and use them on an as needed basis possibly as ad hoc committees. Determine criteria used for committees – old committees were probably based on active members at that time – plan talks about broader issues. Establish goals once criteria are determined, and then establish committees.</li> <li>• Special Committees: Bylaw provision – set up and discretion of Executive Committee – no set times for projects – usually ad hoc, at will and for duration of specific projects</li> </ul>			
Conclusions: Will continue to review Bylaws – incorporate new items			
Action items: Linda - bylaws, mission statement, roles and responsibilities, org chart		Person responsible:  Linda Johnson	Deadline:

## CCC Plan Update

30 min

### Discussion:

- Working on plan update – putting together logistics for 07/31/2010 meeting
- Jodie Pond and Kathryn Rowley are working out the details with Leslie Given on facilitating the re-write process
- Had a group call with Leslie Given – started out with 5 R's handout that was passed out at tonight's meeting. In review of handout UCAN is actually ahead of the game as far as the 5 steps go: Step 1 – Step 3 are complete. We are actually at step 3.5, started this process with the mid-point review
- **Jodie will send out a pdf on “reassess” process & structure they have been working on before the next meeting – not changing anything but will accept comments – Using excerpts from the mid-point review, healthy people 20/20 plan and Montana plan (Leslie Given recommended we look at Montana's plan – used some of the goals & objectives)**
- Leslie Given is putting a workbook together to standardize the format so groups will have the same structure to work with
- Going to have groups look at goals & objectives – add what they need (only evidenced based goals will be added) and begin to work out strategies to achieve objectives
- In the current plan a lot of goals and objectives are overlapping – one of the thing they have done is to put together a coordination/collaboration group so they work together rather than duplicating efforts
- **Linda will send out PANO link – trying to link and coordinate with them rather than duplicating efforts**
- Plan needs to be evidenced based and team/committees implement the plan. Need to decide where to focus interest & put teams with right focus and then decide where we go with it. Jodie discussed “implementation teams” – in as they go with the plan, this is the starting point – suggestions are welcome
- Due to pre-planning efforts, on 07/31/2010 groups should be able to put “end” product into place
- “Blue” sections in Org Chart were discussed – these sections were a result of a great deal of research and if something is missing please present it – open to changes, suggestions, etc. Will present this at the general meeting and have everyone sign up for groups. Special interest groups will also need to choose a group – same people always doing the work. Looking at more of a focused group rather than special interest.
- Cancer specific workgroups – ad hoc? Could be used on an as needed basis – limited to specific project – may just leave as implementation teams and remove specific cancers. Need to divide cancer committees into blue teams and have those members serve on those committees? Need to present this to entire group – not disbanding current committees – not getting rid of anyone
- Within work plan – generic description for ad hoc committee – define and not limit them. Ad hoc committee's need to be flexible – Executive Committee determines who they are – just give them expectations as the committees are formed
- Discussion on UCAN, UCREW, State Plan and roles of each – UCAN needs to create value for its members – need to understand it is larger than the individual pieces. Could use Implementation Teams as working structure and reach out to other areas of the state.
- **Linda will re-visit org chart and finalize by 04/27/2010** – discussion on having another Executive Committee meeting before 04/27/2010 and having more people involved – It was the decision of the Committee to move forward on decisions that were made from the people who show up
- Link people who received Mini-Grants to Implementation Team groups
- Discussion on IHC – Cory Jones is the Director and a UCAN member – discussion on getting smaller rep's involved – **Linda will contact Cory**

<div>Conclusion:</div>		
<div>Action items: See <b>bolded</b> items above</div>		
Person responsible:	Deadline:	
<div> <div>Work Group Reports</div> <div>All</div> <div>10 min</div> </div>		
<div>Discussion:</div> <ul style="list-style-type: none"> <li>Cancer Survivors Day – Saturday, June 5 @ University Marriott</li> <li>UCREW having survivor gallery 9/17/2010 @ Noah's in South Jordan</li> <li>Ovarian is finished with the DVD</li> <li>Colon – has had a few meetings – 50 people screened</li> <li>Prostate – Working on Stampede For Men's Health in June</li> <li>Skin – aligning with Advocacy Group</li> <li>Advocacy – passed move comprehensive tobacco bill ever passed</li> </ul>		
<div>Conclusions:</div>		
Action items:	Person responsible:	Deadline:
<div> <div>Proposed April 27, 2010 UCAN Agenda</div> <div>All</div> <div>5 min</div> </div>		
<div>Discussion:</div> <ul style="list-style-type: none"> <li>Did not discuss</li> </ul>		
<div>Conclusions:</div>		
Action items:	Person responsible:	Deadline:
<div> <div>Other Business</div> <div>All</div> <div>5 min</div> </div>		
<ul style="list-style-type: none"> <li>Did not discuss</li> </ul>		
<div>Conclusions:</div>		
	Person responsible:	Deadline:
<div> <div>Adjourn</div> <div>All</div> </div>		
<div>Discussion:</div>		
<div>Conclusions: Adjourned</div>		
	Person responsible:	Deadline:

